



## Human Resources

DATE POSTED: July 25, 2008

REQ. # 08-037

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 07-25-2008 TO 07-31-2008, but will remain open until filled.

DEPARTMENT/DIVISION
<b>RESEARCH PARK – TREASURE COAST</b>
POSITION AVAILABLE
<b>EXECUTIVE DIRECTOR</b>
# OF OPENINGS
<b>1</b>
STARTING SALARY
<b>\$70,723.84 - \$113,047.80</b>
COMMENTS
<b>DRIVING POSITION</b>
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 601**

**PAY GRADE: EX4**

**SALARY: \$70,723.84-\$113,047.80**

**EXECUTIVE DIRECTOR-TREASURE COAST RESEARCH PARK**

**REPORTS TO:** The Treasure Coast Education, Research and Development Authority (TCERDA) through the Authority Chairperson.

**MAJOR FUNCTION:** To support the Mission of the Treasure Coast Education, Research and Development Park (Research Park) through implementation of strategic goals and objectives identified by the Treasure Coast Education, Research and Development Authority (TCERDA).

**ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Develops and maintains working relationships with outside economic development agencies and appropriate governmental agencies, Boards and organizations. Liaison to St. Lucie County and a strong working relationship with the St. Lucie County Administrator's office and staff on matters affecting TCERDA and County policy is required. Represents and communicates the vision and goals of the Research Park through presentations and communication with community and other key stakeholder organizations. Responsible for developing a business plan and marketing plan for the Research Park. Coordinates and is responsible for the development of marketing plan, prospectus and materials to promote the Research Park to key stakeholders and potential tenants. Develops strategic relationships with the surrounding scientific communities (e.g. USDA, Torrey Pines, UF-IFAS) to proactively position the Research Park within their science and research network. Oversees the administrative operations of the Research Park to include implementation of TCERDA policies, contracts, and agreements in conformance with State and County requirements. Coordinates the development and administration of TCERDA and Research Park budgets, as approved by the BOCC. Oversees the daily fiscal operations of the Research Park and TCERDA, as approved by the Board of TCERDA. Manages the steps to implement the Park's master plan upon its approval by the St. Lucie County BOCC. Leads the development of tenant qualification processes including focused areas of research, affiliation and tenant support. Manages leasing and development of properties controlled by the Park. Supports and facilitates the work of the Authority Board through coordination of meetings, communications and information for Board members, and interfacing between Board and staff.

**ABILITIES:** Demonstrated ability to build successful working relationships with key community and state leaders in both public and private sectors. Demonstrated ability to manage large projects to completion on time and within identified budgets. Solid verbal and written communication and presentation skills.

**EDUCATION:** Accredited college or university degree in Marketing, Management or Business required; accredited college or university Masters in Business Administration (MBA) preferred.

**EXPERIENCE:** Minimum of five (5) years Business and/or Marketing experience required, preferably in both public and private sector arenas. Knowledge of and previous experience in regional planning desirable.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary posture. Occasional field trips to unimproved and improved development sites and agricultural areas. Ability to travel and to manage a flexible work schedule is required.

**LICENSE, CERTIFICATION, OR REGISTRATION:** Valid Florida Driver's License and clean driving record.